

REQUEST FOR QUALIFICATIONS
City Hall Building Water Infiltration Mitigation
Building Safety Department, Asheville, NC

A. GENERAL

The Asheville City Hall Building (CHB) is recognized throughout the U.S. as an Art Deco Masterpiece. Douglas D. Ellington, an architect who came to Asheville in the mid-1920s, designed the eight-story building, which was completed in 1928. Ellington stated that the design was "an evolution of the desire that the contours of the building should reflect the mountain background."

Ellington chose building materials that presented a "transition in color paralleling the natural clay-pink shades of the local Asheville soil," according to the booklet that was printed for the dedication of the building on March 19, 1928. The unique octagonal roof is covered with bands of elongated triangular terra cotta red tiles. Between the two levels of the roof are angular pink Georgia marble piers, between which are precise vertical rows of ornamental green and gold feather motifs. The CHB façade is composed of brick veneer installed over a variety of backup materials including brick and tile.

Terra cotta is a building material that is cast from clay and then glazed. Terra cotta components add great color and detail to a building, but we now know that they are also highly susceptible to cracking and damage from impacts or freeze and thaw cycles. It is also often thought that old brick buildings will remain solid and sturdy forever, requiring little or no maintenance. However, the life expectancy for most mortars is up to 75 years. At the end of its life-cycle, mortar will require repair before moisture and water infiltration create damage to the interior of the building.

Over the last several years, the City of Asheville (COA) has implemented smaller repair and refurbishment projects to address water infiltration issues present on the upper floors of the CHB. However, when signs of major water infiltration became apparent, Asheville City Council approved Resolution Number 09-79 on April 28, 2009 authorizing an exterior inspection for water infiltration of the CHB.

The local engineering firm of Sutton-Kennerly & Associates, Inc. was awarded the contract to conduct the exterior inspection. The scope of the inspection was to evaluate the condition of the existing exterior of the CHB in an effort to determine the source of water leakage into the CHB, assess the existing condition of cladding materials on the CHB, and to develop recommendations for any repairs needed. Upon completion of the exterior inspection, Sutton-Kennerly & Associates, Inc. submitted a written report, which report will be made available to all bidders and must be utilized by all persons responding to this RFQ.

Based primarily on the uniqueness of the City Hall Building, its artistic and special construction, design and building, and the Engineering Report of Sutton-Kennerly & Associates, Inc., the COA is seeking a Licensed North Carolina Consulting Engineering Firm to perform three major functions to include: (1) The preparation and development of specifications and bid documents consistent with the Sutton-Kennerly & Associates Inc. report for repairs to the CHB; (2) Developing and coordinating a process for the review of bid proposals and recommendation of a qualified contractor and; (3) Preparation of an applicable AIA contract along with oversight and

inspection of construction from beginning to completion. Finally, the successful bidder will be requested to perform any and all related matters to monitor, follow through and complete the repairs to the CHB.

The City of Asheville supports the participation of local and minority vendors on this project. The response to this RFQ must set forth the percentage and type of work that will be completed by local and/or minority vendors. For assistance or any questions in regards to minority business outreach, please contact James Lee, Minority Business Program Coordinator in the Office of Economic Development for the City of Asheville at (828) 232-4566 or jlee@ashevillenc.gov. To search for minority vendors, you will need to search at www.doa.nc.gov/hub. The City of Asheville uses the minority listing for the State of North Carolina which is provided through their VendorLink system.

Interested engineering firms must submit six (6) copies of their Response to this RFQ.

B. SERVICES AND RESPONSIBILITIES

The successful engineering firm shall provide technical assistance to the COA to develop construction and bid documents to mitigate the water infiltration to the CHB based upon 2009 Sutton-Kennerly Inc. Engineer Report. All bidders must obtain a copy of the report before submitting a response to this RFQ. The report may be retrieved at:

http://www.ashevillenc.gov/departments/building_safety

Or

City of Asheville Building Safety Department
161 S. Charlotte Street
Asheville, NC 28802

The contractor will provide technical assistance and special engineer inspections, including reports to the COA for repairs that are engineered and not prescriptive code compliance.

The project will be conducted in three phases:

- Phase 1 – Development of construction and bid documents
- Phase 2 – Selection of qualified contractor
- Phase 3 – Oversight of construction, conduct special inspections, and develop engineered documents and plans or services for hidden and unforeseen conditions and repair

Services required for Phase 1 – Development of Construction and Bid Documents

The successful engineering firm will develop a comprehensive set of plans and specifications to mitigate water infiltration based on the 2009 engineer report conducted by Sutton-Kennerly & Associates, Inc. All plan review and approval fees necessary for the project, such as the Historic Resource Commission and Downtown Design Review, will be the responsibility of the successful bidder. A Life Safety Plan for the project shall be developed, submitted to the City of Asheville with all associated fees. The successful

applicant will work with the City of Asheville staff for bidding and selection for the contractor to perform the project. This work will meet:

- The North Carolina State Building Code as applicable
- All City of Asheville reviews and permit processes
- Utilize the 2009 engineering report conducted by Sutton-Kennerly & Associates, Inc.

Services required for Phase 2 – Selection of Qualified Contractor

The successful engineering firm will conduct a bid process to recommend a qualified contractor to conduct the repairs on the CHB. The building contractor will be responsible for all permits and fees and to implement the Life Safety Plan developed by the successful engineering firm.

Services required for Phase 3 – Oversight of construction, conduct special inspections, and develop engineered documents and plans or services for hidden conditions and repair

The successful engineering firm will provide oversight of the construction and repair on the CHB. Special inspections will be conducted for engineered solutions to mitigate water infiltration with reports provided to the COA Building Safety Director. The frequency of these reports shall be based on good engineering practices but not less than monthly. It is anticipated that additional hidden and unforeseen conditions may be discovered that will require additional designs and plans produced to correct the deficiency. The successful engineering firm will provide the COA Building Safety Department guidance in all repair options to prevent water infiltration, that comply with the North Carolina State Building Code, and meet the historic nature of the City Building. The successful engineering firm shall establish criteria to be used as a standard for the repairs, and test each section before and after repairs for effectiveness.

C. REQUIREMENTS FOR REQUEST FOR PROPOSALS

All Proposals shall be provided in the following format. Each bidder's proposal shall be no more than thirty pages, double spaced, front and back, maximum 12 font, with 1-inch margins, excluding résumés.

1. A transmittal letter and general description of the firm's capabilities.
2. A listing of relevant experience for projects previously completed, or projects currently underway. Key personal, partnerships with other firms, references and project cost must be included for each project.
3. A project approach must be provided and include all key services. The project approach should identify methods, key personal involved with each stage, deliverables and sequence schedule. The project approach must demonstrate the firm's capabilities and expertise in the specialized area of historic building preservation with emphasis on water infiltration, working with the public, ability to meet schedules, team building/partnering and public relations.

4. Résumés of the firm's key individuals proposed for this project and organization chart indicating any proposed subcontractors and/or parties to a joint venture.
5. Participation by local and/or minority business shall be shown by percentage and type of work to be performed.
6. The firm shall have been in business a minimum of five (5) years or the responsible principal shall have had equivalent experience as a co-principal/partner/senior associate in another office for a minimum of five years.
7. The firm or team shall have successfully completed at least two projects having similar scope or complexity in the past five (5) years.
8. For each service (see Section B), the firm shall have expertise and demonstrate experience within the following areas:
 - i. Development of construction and bid documents as they apply to projects of this type for historic buildings;
 - ii. Permitting and Environmental Assessments for building projects to include historic preservation approvals;
 - iii. Oversight of construction and conducting special inspections;
 - iv. Process for developing engineered documents and plans or services for hidden and unforeseen conditions and repair;

D. QUALIFICATIONS EVALUATION PROCEDURE

Evaluation of all proposals will be accomplished in the following manner:

1. A review committee composed of city staff. The committee may consist of personnel from COA Building Safety, Public Works, City Manager's Office, Risk Management, and Water Resources.
2. Review committee members will study each proposal and rate them on a standardized form. The form will consist of the following categories:
 - a. Pertinent experience of the firm
 - 1) Qualification of the firm members.
 - 2) Key personnel's professional background and expertise.
 - b. Pertinent experience on similar projects
 - 1) Capacity to perform work.
 - 2) Demonstrated experience in specialized areas of historic building renovation and repair.
 - c. Project approach
 - 1) Interest in undertaking the project.

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- 2) Understanding of the project's unique characteristics.
 - 3) Acceptability of approach methods and deliverables.
 - 4) Ability to properly manage aspects of the project in order to stay on schedule and at cost.
- d. Team Dynamics
- 1) Logical team make-up.
 - 2) Successful inner team past partnerships, other firms.
 - 4) Successful outer team past partnerships, government agencies & public
 - 3) Ability to commit resources.
 - 4) Participation of local and/or minority vendors.
- e. Past performance

The review committee will recommend the most qualified firm based on the above criteria. In the event that the committee determines that more than one firm is equally qualified, the committee may elect to short list these firms for further review. This review may consist of interviews.

E. CONTRACT REQUIREMENTS

The committee recommended firm will be expected to execute a COA contractual agreement only after award of the contract by City Council. The firm shall not commence work until the contract for such services have been fully executed by the firm and the COA.

Proposals received will be reviewed and further information will be solicited from firms demonstrating the most qualified credentials. For further information, clarifications, or questions regarding this project, please contact Robert Griffin, Building Safety Director, at rgriffin@ashevillenc.gov. All bidders are asked to provide an e-mail address, so that requests for additional information, clarifications, or questions can be provided to all bidders.

Proof of General and Professional Liability Insurance in the amount of \$5,000,000 with the City of Asheville as co-insured will be required before approval of the contract.

Proposals shall be submitted to the City of Asheville, Building Safety Department, 161 S. Charlotte Street, P.O. Box 7148, Asheville, North Carolina, 28802, and attention: Robert Griffin, Building Safety Director. **The deadline for submittals is May 28, 2010, at 5:00 PM.**